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**COUNTY OF LOUDOUN
FIRE-RESCUE COMMISSION
16600 Courage Court
Leesburg, Virginia 20175
(703) 777-0333**

Commission Meeting
13 January 2004

I. Call To Order: 7:00 p.m.

Commissioner I. Buchanan:	Present	Supervisor Clem	Present
Commissioner M. Buchanan:	Present	LCFR Chief Griffin	Present
Commissioner Habib:	Present	Medical Director Sabella	Absent
Commissioner Love:	Present	EMS Chair Leo Kelly	Excused
Commissioner Muller:	Present	Fire Chair Cunningham	Absent
Commissioner Rambo:	Present		

Others: Deputy Chief Pat Brandenburg (LCFR), Deputy Chief Keith Brower (LCFR), Deputy Chief Jay Brown (LCFR), Deputy Chief Howard Dawley (LCFR), PIO Mary Maguire (LCFR), Battalion Chief Randie Moline (LCFR), Assistant Chief Matt Partlow (LCFR), Battalion Chief Mike Ryan (LCFR), Chief Fire Marshall Jeff Flippo (LCFR), Mr. Jim Pumphrey (DIT), Ms. Bridget Bangert (Loudoun County BOS Aide), Mr. Brian Dearing and Frank Naylor (Broadlands Regional Medical Center), Mr. Rick DiZerega, Mr. Stevan Porter President (Co. 13), Mr. David Ayres President (Co. 6), Mr. PJ Azzolina President (Co. 15), Ms. Terry Kellog (LC Management Services), Mr. Mike Kalasanckas President, (Co.9/19), and Mr. Dan Telvock of *Leesburg Today* Newspaper.

II. COMMISSION AUTHORIZATION AND RULES FOR USE OF CONFERENCE PHONE – D. Rambo

Commissioner Rambo requested the Commission consider a pilot program to allow company presidents and chiefs to listen to Commission meetings via conference telephone. Commissioner Rambo proposed a minimum set of user guidelines (FRG Administration 1.1.1.1, Electronic Access to Commission Meetings) that included the following:

- The Commission will not accept public comments via voice conference calls.
- Commissioners, the Medical Director and the EMS and Fire Council Chairmen will be able to participate via conference phone and will be able to offer comments. Commissioners will not be able to vote on matters before the Commission and will not be counted as part of the quorum.
- Executive Sessions will not be held by conference phone.
- The Commission Chairman may discontinue the use of the conference phone if necessary to the conduct of the Commission meeting.
- The conference phone system will continue for a trial period of six months (through 31 July 2004) unless discontinued earlier by the Commission.

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A motion was made by Commissioner Love and seconded by Commissioner M. Buchanan to adopt FRG Admin 1.1.1.1, Electronic Access to Commission Meetings.

The motion was adopted (6-0-0-1) (Commissioner Habib absent).

III. INTRODUCTION OF BOARD OF SUPERVISORS LIAISON JIM CLEM

Commissioner Rambo introduced Supervisor Jim Clem, the Chairman of the Board's Public Safety Committee and the new Board of Supervisor Liaison to the Fire and Rescue Commission. Supervisors Clem, Tulloch, and Kurtz are the members of the new Public Safety Committee.

Mr. Clem introduced his aide, Ms. Bridget Bangert, who is also a member of the Leesburg Planning Commission. Mr. Clem noted that it was an honor to be elected to the Board of Supervisors and to be a part of the Fire and Rescue Commission.

IV. PUBLIC COMMENTS:

No Public Comments

V. COMMISSIONER COMMENTS:

Commissioner I. Buchanan: None

Commissioner M. Buchanan: Commissioner M. Buchanan advised of a concern from the Fire Council that unsigned FRG's are posted to the web site. Commissioner Rambo advised that he will develop a method to sign the FRG's electronically and will work with staff to update the web page.

Commissioner Habib: None

Commissioner Love: None

Commissioner Muller: None

Commissioner Rambo: None

LCFR Chief Griffin: None

Supervisor Clem: None

VI. SPECIAL PRESENTATIONS:

1. Enhancements to the Length of Service Benefits Program (LOSAP) – T. Kellogg/A. Love

Ms. Terry Kellogg of Management Services advised that the enhanced length of service benefits program (LOSAP) was ready for final Commission consideration prior to presentation to the Board of Supervisors. The LOSAP enhancement is the last of three

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proposed volunteer benefit enhancements. The first two enhancements, the Volunteer Tuition Reimbursement Program and volunteer participation in County group health insurance programs were authorized by the Commonwealth and adopted by the Board of Supervisors.

The LOSAP enhancement was delayed to allow actuarial studies and legal reviews necessary to ensure the program met County and statutory requirements. Ms. Kellogg noted the following highlights of the enhancement:

- The enhancement will eliminate the requirement that benefits begin at age 55.
- The monthly maximum benefit of \$10 per month per fully vested year will be increased to \$12 per month.
- The monthly maximum benefit will increase to \$300 instead of the current \$250.
- An accelerated vesting schedule will be adopted allowing partial vesting after three years and full vesting after seven years.

Ms. Kellogg advised that upon approval by the Board, the retroactive date for the enhancement would be 1 November 2003. The fiscal impact for the enhancement is \$115,000 in FY04 and \$164,000 for FY05. The Board provided \$200,000 to replace the volunteer personal property tax benefit. About \$30,000 funds the volunteer tuition reimbursement program and the balance is available for the LOSAP enhancement.

Commission endorsement is required in order to prepare an action item for consideration by the Finance and Government Services Committee on 20 January and the Public Safety Committee meeting on 26 January.

A motion was made by Commissioner Love and seconded by Commissioner I. Buchanan to adopt the recommended LOSAP enhancements and to forward the proposal to the 5 February 2004 Finance and Government Services Committee meeting.

The motion was adopted (7-0-0-0)

2. Presentation by the Broadlands Regional Medical Center – Mr. Bryan Dearing

Commissioner Rambo welcomed and introduced Mr. Bryan Dearing, the President and Chief Executive Officer of the proposed Broadlands Regional Medical Center. Mr. Dearing spoke to the Commission on behalf of the Hospital Corporation of America (HCA) to inform the Commission about their proposal. Mr. Dearing noted that the Medical Center would provide the citizens of the County with:

- Better access to healthcare in our rapidly growing community
- Expanded and advanced care, including cardiac catheterization therapy, that is not currently available in Loudoun County
- A choice of healthcare providers in the community

Mr. Dearing stated that Broadland's first effort to relocate hospital beds and services to Loudoun County was denied by Dr. Robert Stroube, the Virginia Commissioner of Health. Discussion followed regarding seeking support from the new Board of Supervisors. Mr. Clem advised that HCA should initially meet with the Public Safety Committee.

As a final note, Mr. Dearing added that the proposed medical center will be constructed with HCA funding.

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3. Department of Information Technology (DIT) Discussion of Capital Improvement Program (CIP) Support for Fire-Rescue Needs –J. Pumphreys

Commissioner Rambo advised that following last month's discussion about the Computer Assisted Dispatch (CAD) System and various records management issues, he invited Mr. John Pumphreys to discuss DIT's plans for fire and rescue CIP support.

Mr. Pumphrey's advised that DIT currently has a large-system computer replacement fund of about \$1.8M that is available for public safety and Countywide system replacements. He stated that some improvements have already been made to the CAD system and that DIT will continue to work with fire and rescue to meet system needs.

Commissioner Rambo inquired about the CIP process for fire and rescue's DIT needs. Mr. Pumphreys noted that a joint effort between fire and rescue and DIT is needed to identify system enhancements and build CIP justification. The proposal will be prepared by DIT with the Commission's endorsement. Commissioner Rambo advised that a group comprised of Fire and Rescue staff and Commission members should address our needs in order to include a proposal in next year's CIP. Commissioner Rambo tentatively requested that Commissioners Muller and I. Buchanan as well as Deputy Chief Partlow and Mr. Pumphreys organize discussions to address our needs.

VII. DEPARTMENT REPORT:

1. Department of Fire and Rescue Services – B. Griffin/M. Partlow

LCFR Chief Griffin advised that there are numerous unresolved issues with the \$65M Homeland Security Grant intended for this region. Chief Griffin advised that he remains concerned that the First Responders in the region will not obtain what is needed and is concerned that resolution of the issue is dragging.

2. Operations – P. Brandenburg

Deputy Chief Brandenburg presented a copy of a Significant Incident Report for a single-family house fire in Sterling. He advised that the incident Battalion Chief is recommending a valor award for the quick rescue efforts that saved two residents from the second floor of the home. The engine was on the scene within 3 minutes of dispatch and within 5 minutes, both residents were rescued.

In addition, DC Brandenburg advised of two other significant incidents:

- 1- An explosion occurred in a large single-family home in Raspberry Falls causing significant damage. The fire was quickly contained and extinguished and no injuries were reported.
- 2- The second incident occurred in the Lowe's Island section of Cascades in Sterling. A middle-unit, townhouse fire was quickly contained and extinguished before extending into adjacent structures..

DC Brandenburg advised that information was received from the Northern Virginia Operations Group that Dulles Airport is planning two large runway extensions, and a 36-story flight control tower. The airport is assigning individual box numbers to the runways, which are in Loudoun County and Station 19 is the second-due company to one of the runways.

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DC Brandenburg stated that the volunteer battalion chief program is working well and that at least one battalion chief is available each night. The program has also established a good working rapport with the fire and rescue companies.

DC Brandenburg stated that a homeowner's association requested assistance from the County concerning a damaged private bridge. The preliminary County engineering assessment of the bridge has limited the structure to 12 tons. An incident action plan has been developed with the volunteer chiefs agreeing to use multiple brush trucks in response to fires in the development. The homeowner's association has been requested to obtain easements from neighboring property owners for alternate access.

DC Brandenburg also advised that he is the current Council of Governments (COG) Operations Subcommittee chairman. The COG has initiated a \$98,000 training program for the National Fire Academy that addresses large-scale incident management programs such as that of the Pentagon. The program will be available for all of the volunteer stations. As the program becomes available, BC Randie Moline will make the necessary announcements.

3. Fire Marshal – J. Flippo

Fire Marshall Flippo advised that the cause of the multi-family dwelling fire on 13 January remains under investigation. Five families were displaced from the fire and all have been relocated. One family required Red Cross assistance.

FM Flippo advised that the Raspberry Falls home explosion destroyed the rear of the \$800,000 home. Three workmen were in the house at the time of the explosion, but none were injured. He reminded everyone that caution needs to be exercised a gas leaks.

4. Communications – M. Partlow

Assistant Chief Partlow advised that a week ago, a radio outage occurred that was first noticed by the Sheriffs Office. Although the alternate channels were still available, it was noted that there was a lack of training for new individuals and continuing education on how to switch over to these channels. There was also a lack of understanding among the dispatchers on some of the radio system features. Chief Partlow advised that classes would be organized for the dispatchers and also for station trainers. The outage was caused by an equipment failure with a switch. The problem has since been repaired.

Chief Partlow stated there was a 15 to 20 minute outage for E911 access outage in the Sterling area last Thursday. A Verizon representative is upgrading their system to avoid future similar outages.

5. Training – R. Moline

Acting Battalion Chief Moline advised that the 2004 training courses have started. The Training Center remains saturated. Chief Moline further noted that classes should be booked a year in advance.

Chief Moline stated that the video conferencing system is finished at the Training Center. DIT is working with the system contractor to create an interface for each station to connect multiple audio-visual systems to the video conferencing monitor. Video conferencing is expected to working by the end of the month. Jeff Fletcher of DIT is our liaison for any problems that are experienced with the system.

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Chief Moline advised that there are 16 new recruits starting training on 15 January 2004.

6. Planning – H. Dawley

See discussion topics.

VIII. COUNCIL REPORTS:

A. EMS COUNCIL – L. Kelly

Deputy Chief Jay Brown noted that the EMS Council did not meet in December. The Council is reviewing each of their committees and redefining their roles as necessary. He also advised that Dr. John Morgan has agreed to assist Dr. Sabella as the Assistant Medical Director. Dr. Morgan will also act as our liaison to Loudoun Hospital. Each company and the Department will need to address the appointment of Dr. Morgan as their Assistant Medical Director.

DC Brown advised that Frankie Rust has received information from the Chamber of Commerce for this year's Valor Awards Program. Nominations are due by 23 January and the award program will be held on 31 March.

DC Jay Brown announced that the Loudoun Hospital Board of Directors has named the Loudoun Hospital Emergency Department after Dr. Sabella in recognition for his service to the hospital and the community. Commissioner Rambo offered congratulations to Dr. Sabella on behalf of the Commission for the honor.

B. FIRE COUNCIL – J. Cunningham

No report.

IX. MEDICAL DIRECTOR REPORT – Dr. D. Sabella

No report.

X. DISCUSSION TOPICS:

1. Status of FY05 Budget - B. Griffin/M. Maguire

LCFR Chief Griffin advised that the budget situation is still difficult. The County Administrator has advised that the Department may receive \$5M in enhancement funding including the proffer replacement funding of \$2.5M.

Chief Griffin further advised that the Department has proposed several budget alternatives including:

- One Fire Marshal's supervisory position.
- Two positions for records management and administrative support.
- Four training positions (two EMS, one technical rescue, and one fire) for volunteer and career development
- Two OEM positions
- A workweek conversion that brings Senior Staff to a 40-hour workweek.

Chief Griffin also stated that the County Administrator's budget currently includes:

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- 7 X 12 staffing for Squad 13/Truck 1. The crew would support a “first-pull” operation and suggested operation out of Station 1
- Staffing for a Basic Life Support ambulance in Lucketts. Chief Griffin advised that instead of a new 24-hour transport unit, career staffing for two ALS ambulances would be available in Leesburg during the day. One of the crews would transfer to Station 10 each evening. He advised that the cross-trained fire fighters and EMT’s would be able to provide First Responder services during the day.
- 7 X 12 staffing for one engine at Purcellville Station 2 and Neersville Station 16.

Chief Griffin advised that although the proposal is not the request endorsed by the Commission, he is attempting to ensure basic services are met. Chief Griffin noted that the County would not be able to address Round Hill’s personnel request this year. Chief Griffin advised that the Public Safety Committee would be discussing the budget resolutions on the 22 January.

Supervisor Clem advised that an overview of the Fire-Rescue budget would be presented on 22 January along with a brief of the Department and its operations.

2. Capital Improvement Program - D. Rambo

Commissioner Rambo advised that he had drafted a guideline addressing the capital improvement program adopted the Commission. Commissioner Rambo noted that referendum and construction completion dates have been noted in the guideline in order to further define our needs.

The following highlights were discussed from the guideline:

- a. Prior to fiscal 2004 (Approved):
 1. South Riding Fire and Rescue Station - Operational in 2005
 2. Broadlands Fire and Rescue Station - Operational in 2006
 3. Dulles 28/7 Fire and Rescue Station - Operational in 2006
- b. Fiscal 2004
 1. Brambleton Fire and Rescue Station - Completion in 2007
 2. Lansdowne Fire and Rescue Station - Completion in 2007
- c. Fiscal 2005
 1. Oatlands Area Fire and Rescue Station - Completion in 2008
 2. Volunteer Fire and Rescue Station Refurbishments - Completion in 2008
- d. Fiscal 2006
 1. Western Loudoun Fire and Rescue Station (Location to be determined) - Completion 2009
 2. Kirkpatrick Farms Area Fire and Rescue Station - Completion 2009

With consensus, Commissioner Rambo moved this guideline to an action item.

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3. Town of Leesburg/County of Loudoun Agreement for Water and Sewer for the Training Center - H. Dawley

Commissioner Rambo advised that both the Town Council and Board of Supervisors have signed the inter-jurisdictional agreement to adjust the boundary line in order to bring water and sewer to the Training Center Annex. The design and engineering contractor and Town staff have determined the alignment of the water/sewer connection, completing the site development process. A revised cost estimate for the Annex is expected by next week. Site plan submission is soon thereafter with construction bidding to occur once the special exception has been approved.

Chief Dawley noted that the School Board has purchased property adjacent to the Shellhorne property that could interfere with the placement of our burn training building. Staff will investigate the issue.

4. Dulles 28/7 Fire and Rescue Station - D. Rambo

Deputy Chief Howard Dawley stated that six parcels have been identified for the station and are available for purchase. Staff is evaluating the alternatives in the area prior to discussions with Sterling Fire, Sterling Rescue and the Sterling Safety Center on any properties of interest.

5. South Riding Fire and Rescue Station - H. Dawley

Station 80 % construction drawings are due by the end of January. Drawings will be reviewed with Arcola Fire and Rescue when available.

6. Broadlands Temporary and Permanent Fire and Rescue Stations - H. Dawley

A draft lease agreement has been completed and reviewed by the County Attorney's Office. Execution of the contract is expected within the next few days. The building owner has started infrastructure modifications around a final design endorsed by Ashburn Fire and Rescue and the Department. A presentation of the final concept design to the Department and Ashburn is scheduled for the last week in January.

7. Lucketts Fire Station Maintenance Support - H. Dawley

DC Dawley advised that the Department of General Services continues its weekly pumping operations addressing Station 10's septic problems. A team consisting of a General Services plumbing contractor, the Health Department, Fire and Rescue and Lucketts Fire have assessed the site and identified prospective remedies for the problem. The option selected is replacement of the existing septic tank with a new 2500-gallon tank. The Department has committed fiscal assistance for the project to defray the estimated \$8,000-10,000 cost.

8. Hamilton Safety Center – H. Dawley

DC Dawley advised that the site work is underway for the Safety Center. A special meeting is planned for 15 January to clarify construction specifications as requested by the Safety Center's lending institution. The Department continues to provide assistance to the project when requested by the Safety Center.

9. Volunteer Station Engineering Assessment Study – H. Dawley

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DC Dawley has advised that the proposal analysis group has selected the Heery to conduct the volunteer station engineering assessment. Final approval is expected from the Finance and Government Services Committee and the Board of Supervisors at their 20 January meeting.

10. First Due Area for Broadlands Temporary Fire and Rescue Station – H. Dawley/M. Carter

Commissioner Rambo advised that Mr. Mike Carter of the Department of Fire and Rescue has prepared a proposal for the first due area for Station 23. The proposal was modified on 24 November 2003 to incorporate comments received from affected Chiefs. Additional comments have been received from Arcola Fire and Rescue that have been evaluated by the CAD Analyst. DC Dawley advised that revised first due maps have also been forwarded to the affected companies. The Department recommends establishment of the first due area based on the 24 November memorandum.

Commissioner Rambo also noted that he had received comments regarding changes to fund raising areas due to the first due area change. Commissioner Rambo advised that several years ago, the Commission froze fund raising areas in order to reduce concerns about financial impacts. In order to clarify this issue and freeze fund raising areas, Commissioner Rambo has drafted a guideline documenting the previous actions of the Commission..

With the consensus of the Commission, this item was placed on the action item agenda.

11. Status of 2004 Legislative Initiatives – D. Rambo

Commissioner Rambo advised that he continues to work with Delegate May to draft legislation authorizing volunteer station vehicle markings under a consolidated EMS license.

12. Discussions with County Administrator – D. Rambo

Commissioner Rambo advised that he will be meeting with the County Administrator on 14 January to discuss fire and rescue budget issues.

13. DRAFT FRG Administration 3.0.2 – Code of Conduct / Criminal and Traffic Offenses – D. Rambo

Commissioner Rambo provided the Commission with a revised draft of FRG 3.0.2 and requested the Commission's approval to forward the proposal to all companies for comments.

DC Pat Brandenburg advised that the members of the Department are covered by more stringent guidelines in State law and County personnel regulations.

Commissioner Rambo advised with the Commission's consent, he will forward the draft along with a discussion to each station for comments. Comments will be due by the Commission's March meeting.

14. Proposed Agenda for 2004 Senior Leadership Conference – D. Rambo

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Commissioner Rambo provided a draft agenda for the upcoming Senior Leadership conference. The goal of the conference is to ensure all of the system's leadership has a common understanding of their responsibilities and authority. Commissioner Rambo advised that he would like the senior Company officers to have an opportunity to discuss legal and financial responsibilities, purchasing topics, personnel issues, volunteer benefits, and other issues with County staff.

Commissioner Rambo requested that Commissioner Love further develop the agenda with staff in order to hold the conference in late February.

15. Realignment of Company Responsibilities for Commissioners – F. Muller

Commissioner Muller stated that he believes that a more geographical alignment of Commissioner station responsibilities should be considered. Commissioner Rambo said that there are four Commissioners from eastern Loudoun and two from western Loudoun, making alignment difficult. Commissioner Rambo requested that Commissioner Muller consider alternatives that could be discussed at the next Commission meeting.

16. Dual Response for Specialty Apparatus – I. Buchanan

Commissioner I. Buchanan questioned whether guidelines have been established for placing specialty apparatus out of service when the unit fails to respond. Commissioner M. Buchanan noted that the procedure has been a long-standing dispatch policy that was originally established by the Commission.

17. Clarification of FRG 7.1.1 - D. Rambo

Commissioner Rambo advised that he has received several requests from the Department clarification of minimum requirements and prerequisites for the Firefighter I and EMT-Basic courses. Commissioner Rambo advised that the Fire Council has advised that these requirements had to be completed, but not necessarily completed in the order listed. Commissioner Rambo also noted that the EMS Council advised that certain courses, like CPR, are prerequisites to the EMT – Basic program.

Commissioner Rambo stated that with the Commission's permission, FRG 7.1.1 would be amended to clarify this issue. The words, "unless required as a course prerequisite, courses may be completed in any order," will be added to clarify the training requirements. The Commission agreed to the modification by consensus.

18. Awards Banquet-D. Rambo

Commissioner Rambo advised that former Director of Fire and Rescue Services Bob Dube suggested a modification of the award structure used by the fire and rescue system. Mr. Dube suggested that a single award be established to recognize exceptional contributions to the fire and rescue system and that the Fire and EMS Councils retain their individual recognition of contributions.

Commissioner Rambo stated that Mr. Dube was working with the Councils to define the criteria for the awards. Once complete, Commissioner Rambo requests that the Commission establish the guideline to endorse the recommendation of the Councils.

XI. ACTION ITEMS:

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1. Consideration of Minutes from 2 December 2003 Commission meeting – A. Hackney

A motion was made by Commissioner M. Buchanan and seconded by Commissioner Love to adopt the 2 December 2003 Commission minutes.

The motion was adopted 7-0-0-0

2. Consideration of Enhanced Length of Service Benefits Program – A. Love

This Action Item was addressed under Special Presentations.

3. Consideration of Renewal of FRGO 1.0 – Neersville In-Home Duty Crews and FRGO 2.0 – Round Hill Duty Crews– D. Rambo

A motion was made by Commissioner I. Buchanan and seconded by Commissioner Love to renew FRGO 1.0 and FRGO 2.0 for Neersville and Round Hill In-Home Duty Crews.

The motion was adopted 7-0-0-0

4. Consideration of FRG Administration 7.1 – FY05-08 Capital Facilities Program – D. Rambo

A motion was made by Commissioner Love and seconded by Commissioner Muller to adopt the FRG Adm. 7.1 amended to note that the Western Loudoun Station location is for the refurbishment or replacement of an existing facility.

The motion was adopted 7-0-0-0

5. Consideration of First Due Area for the Broadlands Temporary Fire and Rescue Station – H. Dawley

A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to accept the staff recommendation for the first due area for the Broadlands temporary station as documented in the Department's 12 November 2003 memorandum and modified on 24 November 2003. Furthermore the Commission authorizes the Department to make all necessary administrative changes to the proposal to accommodate all responses including fourth due and above.

The motion was adopted 7-0-0-0

6. Consideration of Resolutions of Appreciation – D. Rambo

A motion was made by Commissioner Rambo and seconded by Commissioner Love to request that the Board of Supervisors consider a Resolution of Appreciation to Ms. Peggy Smedley of Middleburg for her years of extraordinary service to our fire and rescue system and the citizens of Loudoun County.

The motion was adopted 7-0-0-0

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to request that the Board of Supervisors consider a Resolution of Appreciation for the Sterling Park Rescue Squad on the occasion of their 40th anniversary.

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The motion was adopted 7-0-0-0

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to request the Board of Supervisors consider a Resolution of Appreciation for Ashburn Fire and Rescue on the occasion of their 60th anniversary.

The motion was adopted 7-0-0-0

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to present a plaque to Supervisor James Burton in appreciation for his contributions as the Board of Supervisor's first representative to the Fire and Rescue Commission.

The motion was adopted 7-0-0-0

A motion was made by Commissioner Rambo and seconded by Commissioner Love to endorse the recommendation of Battalion Chief Joe Bailey and recommend to the Board of Supervisors a Resolution of Commendation for the firefighter/Emergency Medical Technicians involved in the rescue of two citizens from fire on the 31 December 2003.

The motion was adopted 7-0-0-0

7. FRG Administrative 4.6.1 – Fund Raising Boundaries

A motion was made by Commissioner Habib and seconded by Commissioner Love to adopt FRG Administrative 4.6.1, Fund Raising Boundaries..

The motion was adopted 7-0-0-0

XII. ANNOUNCEMENTS:

1. Scheduling of Future Commission Meetings – D. Rambo

Commissioner Rambo discussed moving the Commission meetings back to the final Tuesday of the month. Although the Commission supported resuming the regular schedule, Supervisor Clem advised he would advise whether this schedule could be accommodated. The February meeting was scheduled for the first Tuesday of the month (3 February) until the Commission can return to the regular schedule at the end of February.

XIII. EXECUTIVE SESSION:

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to go into a closed executive session in order to discuss personnel issues.

The motion was adopted 7-0-0-0

A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to return to regular session certifying that only personnel matters were discussed.

The motion was adopted 7-0-0-0.

XIV. ADJOURNMENT:

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*A **motion** was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to adjourn until the Commission's next regular meeting on 3 February 2004 at 1900 hours at the Fire and Rescue Training Center.*

The motion was adopted 7-0-0-0.